



# Town of Hopkinton

Office of Select Board

330 Main Street, Hopkinton, NH 03229-2627 - (603) 746-3170 – [www.hopkinton-nh.gov](http://www.hopkinton-nh.gov)

**SELECT BOARD  
BUDGET WORK SESSION MINUTES  
Hopkinton Town Hall – 330 Main Street  
Monday, November 6, 2023  
Approved**

**I. CALL TO ORDER:**

Chair Dunlap called this Select Board Budget Work Session to order at 5:30 p.m. on Monday, November 6, 2023, and introduced the members of the Board.

**Select Board**

**Members Present:** Sabrina Dunlap; Ken Traum; Steven Whitley (via Zoom and in person); Thomas Lipoma; and Jeffrey Donohoe

**Staff Present:**

Neal Cass, Town Administrator; Karen Robertson, Planning Director; Kelly Henley, Finance Director; Alicia Presti, Human Services Coordinator; Paula Simpkins, Recreation Director; Anna Wells, Economic Development Director; Rose Jansen, Library Director; and Cara Johnson, Administrative/Assessing Assistant

**Elected/Appointed**

**Official Present:** Christine Johnson, Town Clerk/Tax Collector

A motion was made by Chair Dunlap, seconded by Mr. Traum, to allow Mr. Whitley to join the meeting remotely.

**ROLL CALL VOTE:**

Sabrina Dunlap      Yes  
Ken Traum            Yes  
Jeffrey S. Donohoe    Yes

**MOTION PASSED 3-0.**

Before proceeding, Mr. Traum asked for a moment of silence in recognition of all the contributions of Bruce Ellsworth, who served as a Town Official for many years, and who recently passed away. Chair Dunlap noted that both she and her grandfather had served with Mr. Ellsworth, and that he was a great person, who will be missed.

**II. ADMINISTRATIVE:**

- A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of November 6, 2023, taking the following action on a motion made by Mr. Traum and seconded by Mr. Donohoe:

**TOWN OF HOPKINTON - SELECT BOARD  
CONSENT AGENDA  
NOVEMBER 6, 2023**

<u>ITEM</u>	<u>DATE</u>	<u>ACTION</u>	<u>COMMENT</u>
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<b>AP MANIFEST</b>			
AP MANIFEST DATED 11/6/2023	11/6/2023	APPROVE	\$215,688.22
<b>PAYROLL</b>			
EMPLOYEE PAYROLL	11/6/2023	APPROVE	\$90,935.91
DIRECT DEPOSIT: \$86,254.32			
CHECKS: \$4,681.59			
<b>FUND TRANSFERS</b>			
FROM THREE TRUST FUNDS TO GEN OPERATING FUND - FOR INVOICES EXPENDED 7/2023 - 9/2023	11/6/2023	APPROVE	\$97,666.50
FROM THREE CAP RESERVE FUNDS TO GEN OPERATING FUND - FOR INVOICES EXPENDED 7/2023 - 9/2023	11/6/2023	APPROVE	\$127,001.31
FROM REC REVOLVING FUND TO GEN OPERATING FUND - FOR EXPENDITURES 7/2023 - 9/2023	11/6/2023	APPROVE	\$44,914.00
FROM PUBLIC SAFETY REVOLVING FUND TO GEN OPERATING FUND - FOR EXPENDITURES 7/2023 - 9/2023	11/6/2023	APPROVE	\$89,193.36
FROM THREE FUND ACCOUNTS TO GEN OPERATING FUND - FOR EXPENDITURES 7/2023 - 9/2023	11/6/2023	APPROVE	\$2,536.86
FROM PAY-BY-BAG FUND TO GEN OPERATING FUND - FOR REVENUE RECEIVED 7/2023 - 9/2023	11/6/2023	APPROVE	\$7,435.00
FROM PAY-BY-BAG FUND TO GEN OPERATING FUND - FOR EXPENDITURES 7/2023 - 9/2023	11/6/2023	APPROVE	\$13,912.00
FROM SEWER FUND TO GEN OPERATING FUND - FOR EXPENDITURES 7/2023 - 9/2023	11/6/2023	APPROVE	\$57,559.84
FROM GEN OPERATING FUND TO SEWER FUND - FOR FEES COLLECTED 7/2023 - 9/2023	11/6/2023	APPROVE	\$5,799.23

**ROLL CALL VOTE:**

Sabrina Dunlap Yes  
 Ken Traum Yes  
 Steven Whitley Yes  
 Thomas Lipoma Yes  
 Jeffrey S. Donohoe Yes

**MOTION PASSED 5-0.**

- B. The Board reviewed the Select Board Public Meeting Minutes of Monday, October 23, 2023. Mr. Traum made a motion, seconded by Chair Dunlap, to approve the Select Board Public Meeting Minutes of Monday, October 23, 2023.

**ROLL CALL VOTE:**

Sabrina Dunlap Yes  
 Ken Traum Yes  
 Steven Whitley Yes  
 Thomas Lipoma Yes  
 Jeffrey S. Donohoe Abstain

**MOTION PASSED 4-0.**

- C. The Board reviewed the Select Board Nonpublic Session I Meeting Minutes of Monday, October 23, 2023. Mr. Traum made a motion, seconded by Chair Dunlap, to approve the Select Board Nonpublic Session I Meeting Minutes of Monday, October 23, 2023; Mr. Traum noted the minutes are sealed.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes
Jeffrey S. Donohoe	Abstain

**MOTION PASSED 4-0.**

- D. The Board reviewed the Select Board Nonpublic Session II Meeting Minutes of Monday, October 23, 2023. Mr. Traum made a motion, seconded by Chair Dunlap, to approve the Select Board Nonpublic Session II Meeting Minutes of Monday, October 23, 2023; Mr. Traum noted the minutes are sealed.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes
Jeffrey S. Donohoe	Abstain

**MOTION PASSED 4-0.**

- E. The Board reviewed the Select Board Nonpublic Session III Meeting Minutes of Monday, October 23, 2023. Mr. Traum made a motion, seconded by Chair Dunlap, to approve the Select Board Nonpublic Session III Meeting Minutes of Monday, October 23, 2023; Mr. Traum noted the minutes are sealed.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes
Jeffrey S. Donohoe	Abstain

**MOTION PASSED 4-0.**

**III. BUDGET PRESENTATIONS:**

- A. Planning/Zoning – Karen Robertson noted:

- The Planning Board will be setting up a subcommittee, which will include members from the Conservation Commission and others, to work on the Conservation, Preservation and Open Space Chapter of the Master Plan. The Conservation Commission will contribute \$1,500 to the cost of this chapter.

- The Regulatory Audit (in Professional Services) is not a requirement at this time, but the consensus from several members of the Planning Board is that this independent audit of all chapters of the Master Plan would lead to an impartial reference document that would be useful for all.
- Will review all permit application fees to check if any updates should be proposed.

B. Town Clerk/Tax Collector/Elections – Christine Johnson noted:

- Although this may change at some point in the future, she does not believe the Part-time Wages Account, for a part-time assistant, is needed.
- She has been working with the software company to start offering numerous online services soon. This will likely decrease other costs, as people will soon be offered the option of emailed notices and billing.
- Conferences/Training request is up due to plan to become Certified TC/TC, and for Deputy to attend sessions, as well.

C. Finance/Personnel Administration/Insurance/Debt Service – Kelly Henley noted:

- Conference/Training request is up due to location of conference; it was held in Concord in 2023, but next year will be up north again.
- Separate postage machine was eliminated from the TC/TC office and budget, so the contract for one machine serving all Town Hall offices is on this Postage/Copier Contracts line.
- There will be a 19% increase to employees for health insurance, so she has spoken with Health Trust regarding the possibility of a secondary plan.

Mr. Traum added that the largest driver of Operating Budget expenses is long-term debt principal and interest, and Mr. Cass noted that the refinance bond is paid off in 2030, but it drops significantly in two years because it did not extend out any principal as part of the refinance.

D. Human Services – Alicia Presti noted:

- Used a five-year average to arrive at the proposed figure for vendor payments, which is \$10 Thousand less than last year's figure.
- Some training is offered via Zoom, so there are no fees associated with off-site training.
- Although the Food Pantry is not Town-funded, it is possible that some people receiving assistance through the Food Pantry may not need to access additional assistance through services offered by the Town.

E. Recreation – Paula Simpkins noted:

- Since some of the 2023 funding under Kimball Pond Wages was not used, the request for 2024 is lower.

- She is going to try working with volunteers to keep the ice cleared, but due to the demanding nature of this work, would like to keep the Part-time Wages Account, should someone be hired to fill this position.
- Per Mr. Traum’s request, a notation will be added to the Conferences/Training line to clarify the COVID-related lifeguard training circumstances in 2020.
- Copier Maintenance is up due to the necessity of purchasing a new copier after the existing copier at the Slusser Center became so obsolete ink cartridges were no longer available.

F. Economic Development – Anna Wells noted:

- The Chamber of Commerce line has been zeroed out, as the Contoocook Chamber of Commerce is now a DBA, not a membership organization.
- The Economic Development Committee is requesting the funds from the Chamber line be transferred to a new line for Conferences, Training, and Workshops.

G. Library – Rose Jansen noted:

- The Subscriptions/Books/Videos line is up due to publishers’ rising book prices; in 2023, there has been a 3% to 7% increase, and this trend is anticipated to continue through 2024.
- There has not been a heating oil delivery since June, but it is anticipated there will be a delivery soon; forecast for 2024 usage is based on previous director’s records.

Per Mr. Traum’s request, a brief overview of the plans to improve library access and other upgrades was provided.

H. Executive/IT/Assessing/Legal/Government Buildings/Community Services/Patriotic Purposes/General Overview – Neal Cass noted:

- A big change is the addition of a line for Part-time Staff, for the new position of Executive Assistant/Grant Coordinator, which would be a person to take on some of the extra administrative work. This position would essentially replace the Part-time Staff not needed in the TC/TC office.
- With Telephone up, he and Chief Yale, who has also seen a significant cost increase, have discussed different phone systems and they will be looking further into this in 2024.
- Most of the Electricity lines are up, based on costs and amounts currently expended.
- Overall, Government Buildings dropped by nearly \$3,700.
- As a general overview, at this time, the operating budget is up just over 7%.

A very brief discussion of capital reserves, fund balance use, and warrant articles ensued, and Chair Dunlap thanked Mr. Cass and the department heads for all their work.

**IV. NONPUBLIC SESSIONS:**

NONPUBLIC SESSION - RSA 91-A: 3 II (a) Personnel

Ms. Dunlap moved to go into a nonpublic session to discuss a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mr. Traum seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes

**MOTION PASSED 5-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 6:58 p.m. The Board returned to public session at 7:35 p.m.

Vote to seal nonpublic minutes:

Ms. Dunlap moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information could harm the reputation of someone other than a member of the Board. Mr. Traum seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes

**MOTION PASSED 5-0.**

NONPUBLIC SESSION IV-RSA 91-A: 3 II (d) Lease of Town Owned Property

Ms. Dunlap moved to go into a nonpublic session to discuss the sale/lease of property under the provisions of Nonpublic Session RSA 91-A: 3 II (d). Mr. Traum seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Steven Whitley	Yes
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes

**MOTION PASSED 5-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:35 p.m. The Board returned to public session at 7:50 p.m.

These minutes were not sealed.

**V. ADJOURNMENT**

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Lipoma seconded the motion. All members voted in favor and the meeting was declared adjourned at 7:50 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant